

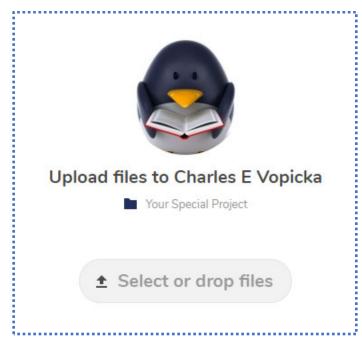
## Hello Bob Nelson

First, I would like to thank you for helping the Montana Memory Project go that extra step in permanently preserving the rich cultural heritage of this great State of Montana!

In an effort to simplify what has historically been a very difficult process of archiving, we have tried to make the process a click and drag process for you and have allocated the harder parts to the Montana State Library. We have created a file-sharing site called MTMemory.IO to act as our gateway to transfer the data to us. You have a special link that will take you directly to your temporary archive. That link is:

## https://mtmemory.io/index.php/s/eGqzADWcZc8gKcm

From this page, you should be greeted with a page that at the center shows this



The folder title "Your Special Project" will be replaced with your collection name. Please verify that the files you are uploading are for that project. Otherwise, we will have a bit of a head-scratcher when we try to match your archive data with the metadata that you entered when you originally uploaded to the MMP.

At this point, you are ready to upload. This is as simple as drag and drop. Let's have an example...

**Setting up your screen**. To make this simple, move and resize your windows into this kind of layout to make dragging and dropping easy.

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▲ Select or drop files	a Windows (C:)	17. Pages 0751-0800	7/29/2019 9:19
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	BVD RW Drive (E:)	19. Pages 0851-0900	7/29/2019 9:19
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	Home Folder (H:)	21. Pages 0951-1000	7/29/2019 9:20
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	Web Server (W:)	23. Pages 1051-1100	7/29/2019 9:20
	ADMIN (\mslfnp01) (Z:)	🌗 24. Pages 1101-1150	7/29/2019 9:20
	Network	퉬 25. Pages 1151-1206	7/29/2019 9:21
	Control Panel	퉬 26. Index	7/29/2019 9:21
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	CDMUp	export.txt	8/1/2019 11:29
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Montana Memory Project - Content Transfer – Resources reflecting Montana's rich cultural heritage	30 items State: 🔞	۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰۰ ۲۰۰	ys available
Get your own free account	Offline status: On		

**Time to drag and drop**. Remember, slow and steady wins the race. While I could select EVERYTHING in the above list and drag it over that might not end well if the internet connection is slow or a thunderstorm passes through. So it is better to break things into chunks.

**Method 1 (See Warning below)**: You can now just click and drag a folder of files to the Select or drop files button. I have found this to be the best target to aim for.

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**Warning**. Because of how we have the system currently set up, while you can upload folders, the system will not keep the folders, ONLY files. Why does this matter? This matters because if you upload folder 1 with files 1,2,3,4, then you upload folder 2 with files 1,2,3,4 we will have no easy way to separate files 1,2,3,4 from files 1,2,3,4. If you have multiple files with the same name, please submit a ticket and we will help you solve this issue. <u>https://desk.zoho.com/portal/montanastatelibrary/newticket</u>

Method 2: In this case, we will divide the task up into the chunks these files show.

Select the group you want to upload. If you have a CD with 40 yearbooks maybe only select a decade of files and upload. There is no firm limit. Here is an example (Notice (0001-0020 are selected).

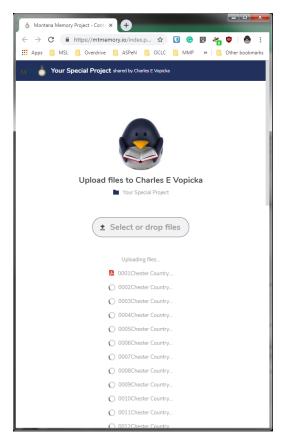
Organize 🔻 🏾 🌔 Op	oen Sync 🔻	Burn	Work offline	New folder	8== 👻		(
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🖵 LDD Shared Driv	ve (R:)		0022Chester Co			7/18/2	
🖵 Web Server (W:	)		0023Chester Co			7/18/2	
🖵 ADMIN (\\mslfi	np01) (Z:)		0024Chester Co			7/18/2	
📬 Network			0025Chester Co			7/18/2	
📴 Control Panel			0026Chester Co			7/18/2	
🗑 Recycle Bin			0027Chester Co			7/18/2	
퉬 ASPeN Removed	Resources		0028Chester Co			7/18/2	
🍌 CDM Class			0029Chester Co			7/18/2	
퉬 CDMUp			0030Chester Co			7/18/2	
퉬 FedConv			0031Chester Co			7/18/2	
퉬 MMPSite			0032Chester Co			7/18/2	
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		4					

Now on a Windows PC, (if you have a Mac I believe it is similar), you will want to click on that highlighted area and drag it over to the button on the "Select or drop files" web browser. I have found this to be the best target to aim for. **Method 3**: If you are having problems with drag and drop, don't worry. You can also click the "Select or drop files" button and find your files that way (see next screenshot).

Organize 🔻 New folder				=	6
-	*		1		
	Name	Date modified	Туре	Size	
🖓 🏭 Windows (C:)	0001Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	38 KB	
HP_RECOVERY	0002Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	43 KB	
DVD RW Drive	0003Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	52 KB	
ASPeNFTP\$ (\\	0004Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	57 KB	
Home Folder (F	0005Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	60 KB	
IT (\\MSLIntra)	0006Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	47 KB	
DD Shared Drive (R:)	0007Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	44 KB	
Web Server (W:	0008Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	45 KB	
Der ADMIN (\\mslf	0009Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	62 KB	
• Network • Control Panel	0010Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	51 KB	
	0011Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	55 KB	
Recycle Bin ASPeN Removed	0012Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	59 KB	
CDM Class	0013Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	53 KB	
	0014Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	50 KB	
CDMUp FedConv	0015Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	53 KB	
MMPSite	0016Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	47 KB	
INIVIPSITE	0017Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	53 KB	
Ψ.	0018Chester Country.pdf	7/18/2019 10:12 PM	Chrome HTML Do	50 KB	

Files 0001-0010 are selected. From here you just need to click Open.

Once you have completed this, you will see a screen like this in your internet browser



The spinning circles are uploading the little icon next to the file means it has completed uploading. Your icons may vary. My example happens to be PDF yours might be TIFF or MP3 or JPG. Your format doesn't matter as long as it is the best quality you have. Don't forget to scroll down and look. keep the browser screen open and computer awake until all the files have loaded.

When you are done just email us, and we will begin the archiving process! That's it if all goes well you are done!

Thank you. If you have any troubles, please don't hesitate to contact us by submitting a help ticket: <u>https://desk.zoho.com/portal/montanastatelibrary/newticket</u>